

# uMSINGA LOCAL MUNICIPAL IDP, BUDGET & PMS PROCESS PLAN 2021/2022

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## 1. INTRODUCTION

Chapter 5 of the Municipal Systems Act (MSA) of 2000, all Municipalities have to undertake an Integrated Development Planning process (i.e. IDP Process Plan) to produce an Integrated Development Plan (IDP). The process plan in this case essentially fulfils the function of a business plan and/or operational plan for the review process of the IDP, Budget and Performance Management System (PMS). It is a plan that simply defines:

- what should happen, by
- when should it happen,
- who is responsible, and
- How it should happen during the process of formulating/reviewing an IDP, Budget and PMS for a Municipality.

The IDP Process Plan will include amongst others, reviewing the 2021/2022 IDP, addressing MEC comments, identify sector plans to be developed or reviewed, aligning IDP/ Budget and PMS processes, engage with sector departments and service providers, integrating IDP and Sector Plans with the resource framework, finalizing LUMS, reviewing the Spatial Development Framework (SDF) and development of Service Delivery and Budget Implementation Plan (SDBIP).

The Process Plan is meant to ensure the proper management of the planning process through the following:

- Setting the scene to manage the planning process and legal requirements in planning for the implementation of the integrated planning system;
- A programme specifying time schedule that guide IDP and Budget planning processes and various planning steps;
- Outlining appropriate mechanisms, processes and procedures on how the public, stakeholders, state organs can participate in the drafting of the IDP and formulation of the Budget structures that will be used to ensure this participation;
- Indicate necessary organizational arrangements to ensure the successful implementation of the integrated development planning process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- A programme specifying how the process will be monitored in order to manage the progress of the IDP, Budget and PMS processes.

This document describes the proposed process to be followed in implementing the Integrated Development Plan (IDP) review for the 2021/2022 financial year. Section 28 of the Municipal System Act, Act 32 of 2000 requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP, Budget and Performance.

The Process Plan should have clear and established mechanism, procedures and processes to ensure proper consultation with the local communities. It should also indicate clearly how the IDP process will unfold, who will be responsible for what, time frames and milestones will be set and a Budget will be aligned to the programme.

Section 21 of the Municipal Finance Management Act no. 56 of 2003 also provides the following:

- a) The Mayor of a Municipality must — **(1). (b)** *At least 10 months before the start of the Budget year, table in the Municipal Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual Budget.*

Therefore, this Process Plan for uMsinga Municipality outlines the manner in which the IDP process will be undertaken. Hence, this process plan is according to Section 34 of the Municipal System Act, Act 32 of 2000 the annual review and amendment of Integrated Development Plan (IDP) which states:

- a) A Municipal Council-
  - i. Must review its Integrated Development Plan–
  - ii. annually in accordance with an assessment of its performance measurements in terms of Section 41; and to the extent that changing circumstances so demand; and
- b) May amend its IDP in accordance with a prescribed process.

Accordingly, the annual revisions allow the Municipality to expand upon or refine plans and strategies, to include additional issues and to ensure that these plans and strategies inform institutional and financial planning. The review and amendment of the IDP thus, further develops the IDP and ensures that it remains the principal management tool and strategic instrument for the Municipality.

Hence, a Process Plan is required to include:

- A programme specifying time-frames for the different steps;
- Outline mechanisms, processes and procedures for consultation of the community,
- Organs of state, traditional authorities and role-players;
- Identify all plans and planning requirements binding on the Municipality, and
- Be consistent with any other matters prescribed by legislation.

## 1.1 LEGAL CONTEXT

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of Municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the Municipality.

*The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of Municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the Municipality. In terms of this Act, the IDP is therefore: 35 (1) (a)1...the principal strategic planning instrument which guides and informs all planning and*

development, and all decisions with regard to planning, management and development in the Municipality;

(b) –binds the Municipality in the exercise of its executive authority.

Section 25 of the MSA further prescribes that:

Section 25 of the MSA further prescribes that: – (1) each Municipal Council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the Municipality which –

(a) Links, integrates and co-ordinates plans and takes into account proposals for the development of the Municipality;

(b) Aligns the resources and capacity of the Municipality with the implementation of the plan;

(c) Forms the policy framework and general basis on which annual Budgets must be based;

(d) Complies with the provisions of this Chapter; and

(e) Is compatible with national and provincial development plans and planning requirements binding on the Municipality in terms of legislation.

In accordance with this legislation, the uMzinga Local Municipality's IDP, as the principal planning document, sets out the long-term vision of the Municipality as: uMzinga Local Municipality IDP also details the:

- development of priorities and objectives, which contribute towards achieving this vision, over the Councils elected term;
- strategies, which are the means by which these objectives will be achieved; and
- IDP programmes and projects which link to the strategies and contribute to the achievement of the objectives.

uMzinga Local Municipality will review and further develop its IDP and Budget in accordance with the requirements set out in the Municipal Systems Act 32 of 2000, the Local Government Municipal IDP, PMS& Budget Process Plan for 2021/2022 Financial Year Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

## **1.2 KEY ELEMENTS TO BE ADDRESSED DURING THE 2021/2022 IDP REVIEW**

During the development of the 2021/2022 Municipal IDP Review, it is important to ensure that the plan is aligned to National, Provincial and District Programmes/Plans. The key elements to be addressed in the uMzinga Municipality's 2021/2022 IDP Review will include the following:

- Draft IDP Assessments
- MEC Panel Comments
- Self-assessment gaps identified
- New Council priorities,
- Outcomes Based Approach
- The Sukuma Sakhe/War on Poverty and War Rooms
- Review of the SDF and formulation of the LUMS
- Implementation of SPLUMA

### 1.3 PURPOSE OF THE IDP, BUDGET & PERFORMANCE PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the Municipality will embark to compose its Integrated Development Plan and the Budget for the 2021/2022 financial year.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based Budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the Budget and IDP compilation, Performance Management Implementation and the adoption of the Municipality's Annual Report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the final Budget are mutually consistent and credible. Credibility refers to the Municipality's ability and capacity to spend and deliver services in accordance with its approved Budget.

The process creates its own dynamics since it encompasses the involvement of external role-players and vested interest groups;

therefore it requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved schedule.

### 1.4 HOW IS THE IDP PROCESS UNDERTAKEN (PROCESS)

The 2020/ 2021 IDP Review process is described in Figure 1 below; as a continuous cycle of planning implementation and evaluation. Throughout these steps' community participation plays a big role in ensuring that the public's needs are reflected in the IDP.

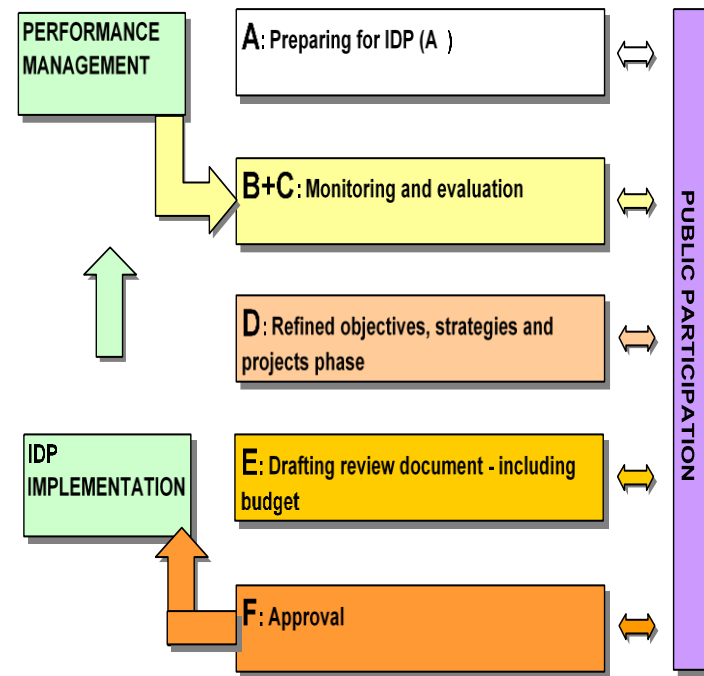


FIGURE 1: IDP PROCESS UNDERTAKEN

Effective and efficient service delivery cannot be achieved through the development and review of the IDP alone without a proper linkage of the IDP, Budget and PMS. The IDP is known as a 5 Year Strategic Plan which should be supported by a 3 Year Budget. In order to ensure full implementation of the IDP and Budget, a **S**ervice **D**elivery and **B**udget **I**mplementation **P**lan is developed and essentially known as the Municipality's One Year Operational Plan. Furthermore, the Monitoring and Evaluation of the implementation of **SDBIP** is driven by the Municipality's **P**erformance **M**anagement **S**ystem. Recognising the importance of these linkages for life-changing service delivery, this process plan considered the required alignment as it is reflected in the sequence of activities to be undertaken. The linkages of the three processes are summarised in the following diagram.

#### **1.4.1 SPATIAL ALIGNMENT**

A Spatial Development Framework (SDF) is a long-term development strategy required in terms of the Municipal Systems Act 32 of 2000 and forms part of the Integrated Development Plan (IDP). The main aim of the SDF is to clearly outline the spatial status quo of the Municipality, identify the opportunities and threats and then set out the Municipality's goal, strategies and supporting policies in achieving medium - and long-term growth.

It must give spatial expression on the Municipality's service delivery and development agenda. Furthermore, it clarifies and directs development and management activities in urban and rural areas in alignment with National and Provincial spatial planning legislation.

#### **1.4.2 HORIZONTAL AND VERTICAL ALIGNMENT**

In terms of Section 27 of the MSA the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the District and Local Municipalities in its area of jurisdiction. In doing so, proper consultation, co-ordination and alignment of the IDP process of the District Municipality and various Local Municipalities can be maintained. The IDP process must align horizontally with neighbouring Municipalities especially from a spatial perspective. Due to the fact that a number of sector plans form an integral part of the Municipal IDP it is important that the following national and provincial policy documents are also taken into account when Municipality draft its IDP:

- ✚ National Development Plan
- ✚ Draft National Spatial Development Framework 2019
- ✚ IDP Framework of uMzinyathi District Municipality
- ✚ KZN Provincial Growth and Development Strategy (PGDS) 2035
- ✚ Sustainable Development Goals
- ✚ Provincial Spatial Economic Development Strategy (PSEDS)



- ✚ District Lekgotla
- ✚ Spatial Planning and Land Use Management Act (SPLUMA),
- ✚ DDM (ONE PLAN)
- ✚ uMsinga Municipality Spatial Development Framework and Capital Infrastructure Investment

### 1.4.3 CROSS BORDER ALIGNMENT

Cross-border alignment is necessary to ensure the spatial coordination of development efforts. This can be done through existing organisational structures such as the District Development Planning Forum and IDP Reference Forum. A concerted effort will be made to facilitate such alignment and coordination.

### 1.4.4 TYPE OF ALIGNMENT WITH STAKEHOLDERS

PLANNING PHASES	ALIGNMENT MECHANISMS
<b>ANALYSIS</b>	<ul style="list-style-type: none"> <li>✚ Community Meetings organised by the ward Councilors',</li> <li>✚ IDP Rep Forums</li> </ul>
<b>OBJECTIVES AND STRATEGIES PROJECTS</b>	<ul style="list-style-type: none"> <li>✚ IDP Representative Forum;</li> <li>✚ Meetings with affected communities and stakeholders.</li> <li>✚ Strategic Planning Sessions</li> </ul>
<b>INTEGRATION</b>	<ul style="list-style-type: none"> <li>✚ IDP Representative Forum</li> <li>✚ One on One Sector Department Meetings</li> </ul>
<b>APPROVAL</b>	<ul style="list-style-type: none"> <li>✚ Mayoral Road-shows</li> <li>✚ IDP Rep Forums</li> </ul>

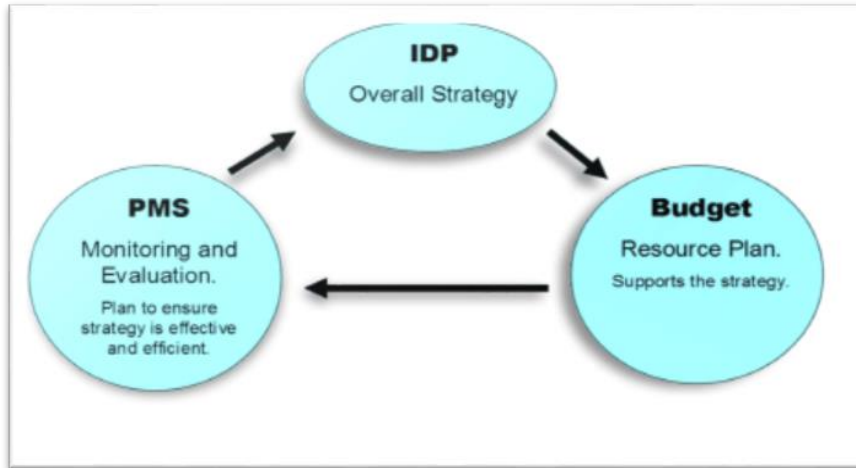
PLANNING PHASES	ALIGNMENT MECHANISMS
<b>MONITORING AND IMPLEMENTATION</b>	<ul style="list-style-type: none"> <li>✚ IDP Representative Forum</li> </ul>

### 1.4.4 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESS

Effective and efficient service delivery cannot be achieved through the development and review of the IDP alone without a proper linkage of the IDP, Budget and PMS. The IDP is known as a 5 Year Strategic Plan which should be supported by a 3 Year Budget. In order to ensure full implementation of the IDP and Budget, a Service Delivery and Budget Implementation Plan is developed and essentially known as the Municipality's One Year Operational Plan. Furthermore, the Monitoring and Evaluation of the implementation of SDBIP is driven by the Municipality's Performance Management System. Recognising the importance of these linkages for life service delivery.

The IDP review process is mainly geared towards picking up on early-warning sign for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System

(PMS) review. The linkages of the three processes are summarized in the following diagram:



**FIGURE 2: IDP, PMS AND BUDGET LINKAGE**

## 2. ORGANISATIONAL ARRANGEMENTS

The development of the Integrated Development Plan and Budget involves Municipal officials, Councillors', as well as stakeholders external to the Municipality. The proposed roles & responsibilities of institutional arrangements are tabulated (Table 1) below. The following structures will guide the IDP Review Process of uMzinga Local Municipality:

- IDP Representative Forums;
- IDP Steering Committees;
- Technical Intergovernmental Relations Forum; and
- Planning portfolio committee.
- uMzinyathi District Municipality

**TABLE 1: ORGANISATIONAL STRUCTURE ARRANGEMENT**

STRUCTURE	COMPOSITION	ROLE & RESPONSIBILITIES
<b>COUNCIL</b>	<b>Members of Council (Chair: Speaker)</b>	<p>The Council is the ultimate political decision-making body of the Municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> <li>✚ Consider and adopt the IDP Process Plan &amp; time schedule for the preparation, tabling &amp; approval of the annual Budget;</li> <li>✚ Consider and adopt the IDP and annual Budget;</li> <li>✚ Ensure the Municipal Budget is coordinated with and based on the IDP;</li> <li>✚ Adopt a Performance Management System (PMS)</li> </ul>

STRUCTURE	COMPOSITION	ROLE & RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>✚ Monitor progress and IDP implementation.</li> </ul>
	<b>IDP Representative Forum</b>	<p>The IDP Representative Forum, formed as part of the IDP process in the previous years will continue to function throughout the IDP Review. To ensure wide representation community members are encouraged to participate in the process or send their representatives. To ensure meaningful contribution terms of reference may be reviewed and extended during the IDP process. The IDP Representative Forum composition is as follows:</p> <ul style="list-style-type: none"> <li>✚ The Honourable Mayor a member of the EXCO</li> <li>✚ Chairperson of the Development Planning sub-committee;</li> <li>✚ Traditional Leaders;</li> <li>✚ Ward Committee members;</li> <li>✚ Heads of Departments / Senior officials;</li> <li>✚ Stakeholder representatives of organized groups;</li> <li>✚ Advocates for unorganized groups;</li> <li>✚ Resource persons;</li> <li>✚ Government Sector Departments; and</li> <li>✚ Religious leaders</li> </ul>
	<b>Her Worship the Mayor (member of the EXCO)</b>	<ul style="list-style-type: none"> <li>✚ Manage the drafting of the IDP review.</li> <li>✚ Assign responsibilities in this regard to the Municipal Manager.</li> <li>✚ Submit the process plan to Council for adoption.</li> <li>✚ Submit the draft and final reviewed.</li> <li>✚ IDP to the Council for adoption and approval.</li> </ul>

STRUCTURE	COMPOSITION	ROLE & RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>The responsibility for managing the draft of the IDP is assigned to the office of the Municipal Manager.</li> </ul>
	<b>Ward Councilors', Traditional Leaders &amp; Ward Committees</b>	<p>Ward Councilors' are the major link between the Municipal government and the residents. As such, their role is to:</p> <ul style="list-style-type: none"> <li>link the planning process to their constituencies and/or wards;</li> <li>ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate;</li> <li>Facilitate public consultation and participation within their wards.</li> <li>Provide feedback to their communities on the adopted IDP and Budget.</li> </ul>
<b>IDP STEERING COMMITTEE</b>	<b>IDP Steering Committee</b>	<p>The IDP Steering Committee, formed as part of the IDP process during the previous year will continue to function throughout the IDP review. The IDP Steering Committee comprise of:</p> <ul style="list-style-type: none"> <li>Municipal Manager</li> <li>IDP Manager</li> <li>Departmental Directors</li> </ul>
	<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>Municipal Manager has the following responsibilities that are assigned to the IDP Manager.</li> <li>Preparation of the Process Plan.</li> <li>Day to day management and coordination of the IDP Process in terms of the timeframes, resources and people.</li> <li>Ensuring involvement of all relevant role-players, especially management officials, to ensure that timeframes are being adhered to.</li> <li>That the planning process is horizontally and vertically aligned and complies</li> </ul>

STRUCTURE	COMPOSITION	ROLE & RESPONSIBILITIES
		<p>with national and provincial requirements.</p> <ul style="list-style-type: none"> <li>That community is provided with the opportunity to participate in the drafting of the IDP and also to ensure that their needs are documented in the IDP.</li> </ul>
	<b>Directorates and Departments</b>	<ul style="list-style-type: none"> <li>Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they:</li> <li>Provide technical / sector expertise and information, throughout the IDP Budget process;</li> <li>Ensure that the review process is participatory, integrated, strategic, and implementation-oriented, Budget linked and aligned with and satisfies sector planning requirements.</li> </ul>
	<b>IDP/Budget Steering Committee Her Worship the Mayor, MPAC Chairperson Municipal Manager, All Directors, Manager: Budget Manager: IDP &amp; PMS Manager: Internal Audit (Chair: Her Worship the Mayor)</b>	<p><b>FUNCTION OF THE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Provide political oversight in the development of IDP/Budget/PMS.</li> <li>Supervise the implementation of the IDP/Budget/PMS.</li> <li>Lead the IDP /Budget Public Participation process.</li> <li>Responsible for the submission of the IDP/Budget/PMS to Mayoral Committee for recommendation to Council.</li> </ul>

STRUCTURE	COMPOSITION	ROLE & RESPONSIBILITIES
TECHNICAL COMMITTEE	Municipal Manager, All Directors, Manager: Budget Manager: IDP & PMS (Chair: Municipal Manager)	<ul style="list-style-type: none"> <li>✚ Contribute technical expertise in the consideration and finalization of the strategies and identification of projects.</li> <li>✚ Provide departmental operation and capital, budgetary information.</li> <li>✚ Responsible for the project proposals.</li> <li>✚ Responsible for the preparation and integration of projects and sector programmes.</li> <li>✚ Responsible for preparing amendments for the IDP/Budget/PMS review.</li> <li>✚ Responsible for organizing public consultation and participation.</li> </ul>
PUBLIC CONSULTATION -IZIMBIZO PREPARATION COMMITTEE	Office of the Mayor	<ul style="list-style-type: none"> <li>✚ Through road shows / outreach programs to get community needs and provide feedback accordingly.</li> </ul>

## 2.1 PLANNING PORTFOLIO COMMITTEE

The Municipality recently established a portfolio committee dedicated to forward planning and ensuring development of the uMzinga Municipal Area. The portfolio is made of Councillors chosen to interrogate and deliberate on all matters pertaining to planning. The officials in the Planning unit sit on the committee with the intention

## 2.2 TECHNICAL INTERGOVERNMENTAL RELATIONS FORUM

For the Municipality to succeed other spheres of government must also play a role. In order to maximize co-ordination and synergy

to play a major role in the IDP process. It should, however, be noted that the way in which these structures relate to other structures of Council needs to be carefully considered to minimize unnecessary bureaucracy and delays.

**TABLE 2: PLANNING PORTFOLIO COMMITTEE AREA OF FOCUS**

AREAS OF FOCUS	PRIORITY ISSUES
Institution and Finance	<ul style="list-style-type: none"> <li>▪ Institution</li> <li>▪ Finance</li> </ul>
Local Economic Development and Tourism	<ul style="list-style-type: none"> <li>▪ Agriculture</li> <li>▪ Manufacturing</li> <li>▪ Tourism</li> <li>▪ Development Planning</li> <li>▪ SMME Development</li> </ul>
Social Needs	<ul style="list-style-type: none"> <li>▪ Special Programmes</li> <li>▪ HIV/ AIDS</li> <li>▪ Sports &amp; recreation</li> <li>▪ Disaster Management and Fire Fighting</li> <li>▪ Safe and Healthy environment</li> <li>▪ Community Safety &amp; security</li> <li>▪ Youth</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>▪ Land &amp; housing</li> <li>▪ Community Facilities</li> <li>▪ Building Control</li> <li>▪ Roads</li> <li>▪ Electricity</li> </ul>

between the spheres of Government an invitation is extended to all government spheres to part-take in the IDP process. Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underlie

the relations between the spheres of government. This structure is responsible for:

- ✚ Coherent planning and development in the Municipal area;
- ✚ Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the Municipality; and
- ✚ Any matter of strategic importance which affects service delivery within the Municipal area.

### 2.3 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

It is one of the pre requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles and of the persons or organisations that can assume those roles. This section deals with the roles which the Municipality has to play in the IDP process in relation to the roles which external role players are expected to play.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<b>uMsinga Local Municipality</b>	<ul style="list-style-type: none"> <li>▪ Prepare and adopt the IDP.</li> <li>▪ Undertake the overall planning, management and coordination of the IDP process.</li> <li>▪ Consider comments of the MEC on the IDP and adjust the IDP if necessary.</li> <li>▪ Ensure linkage between the Budget and IDP and PMS.</li> </ul>
<b>Local Residents, Communities and Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the Ward Committees.</li> <li>▪ Keep communities informed on IDP activities and outcomes.</li> </ul>
<b>Youth, Disabled and Elderly Women's Forum</b>	<ul style="list-style-type: none"> <li>▪ These sectors of society play a vital role in ensuring that the Municipality is all inclusive when preparing developmental plans and caters for their needs in various wards.</li> </ul>
<b>uMzinyathi District Municipality</b>	<ul style="list-style-type: none"> <li>▪ Ensure alignment of the IDP between the Municipality and the District Municipality (Integrated District and Local Planning).</li> <li>▪ Preparation of joint strategy workshops between Municipality, Provincial and National Government.</li> <li>▪ To co-ordinate the overall IDP process in terms of the agreed framework,</li> <li>▪ To monitor the IDP reviews programme and decide on amendments (if necessary).</li> <li>▪ To act as "clearing house" for issues that arises during IDP review process, and a forum for sharing information and experience.</li> </ul>

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<b>Provincial Government</b>	<ul style="list-style-type: none"> <li>▪ Ensure horizontal alignment of the IDP between the Municipality and the District Municipality.</li> <li>▪ Ensuring vertical and sector alignment between Provincial Sector Departments/Provincial strategic plans and the IDP process at Local/District level.</li> <li>▪ Efficient Financial Management of Provincial IDP grants.</li> <li>▪ Monitor the IDP progress.</li> <li>▪ Assist Municipalities in compiling the IDP.</li> <li>▪ Coordinate and manage the MEC's assessment of the IDP.</li> <li>▪ Provincial Treasury must provide views and comments on the draft</li> <li>▪ Budget and any budget-related policies and documentation for consideration by Council when tabling the Budget.</li> <li>▪ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.</li> </ul>
<b>Sector Departments</b>	<ul style="list-style-type: none"> <li>▪ Contribute sector expertise and knowledge.</li> <li>▪ Provide sector plans and programmes for inclusion in the IDP.</li> </ul>

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<b>National Government</b>	<ul style="list-style-type: none"> <li>▪ National Treasury issues guidelines on the manner in which Municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).</li> </ul>

### 3. MECHANISMS FOR PUBLIC PARTICIPATION

#### 3.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a Municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the Municipality. Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment

#### 3.2 MECHANISM AND PROCEDURES FOR PUBLIC PARTICIPATION

One of the main features of the Integrated Development Planning process is the involvement of community and stakeholder organizations in the process. Participation of affected and interested parties is obligatory in the IDP review process and is set down in Sections 16 – 18 of the Municipal Systems Act. This is to ensure that the IDP addresses the real issues that are experienced by the citizens of a Municipality.

At the beginning of 2021/2022 financial year, the Municipality will embark on wide scale public consultation but due to the widespread COVID-19 pandemic the Municipality has adopted a new approach

in engaging with the public. As set out in the COVID-19 Regulations all public gatherings are prohibited and the Municipality has adopted to cease all gatherings to comply with the Regulations. The Municipality will ensure that public participation in the IDP/Budget process is achieved through virtual meetings in line with the Covid-19 Regulations by promoting alternative forms of communication such as pamphlets, community radio broadcast, and billboards to enhance public participation in the IDP/Budget process.

These public engagements allow the Honourable Mayor to table before the community the Budget and the planned projects as reflected in the IDP and SDBIP. This engagement opens a platform where the community gets to voice their concerns regarding service delivery. Importantly, as Chapter four of the Municipal Systems Act of 2000 as amended stipulates that a Municipality has to create a culture of public participation, uMsinga Municipality has tailor made its communication strategy to fit its community profile. These engagements are aimed more at the illiterate members of the community, who would not be able to read the IDP document on display.

#### Media

The Municipality will place a notice on the local newspaper inviting interested parties to participate in the representative forum. As part of consulting and informing the community, on



approval of the draft IDP/Budget the Municipality will advertise in the local newspapers as well as on local notice boards. Social Platforms (Whatsapp/Facebook). The Representative Forum will facilitate the sitting of virtual meetings throughout the IDP/Budget/PMS process. The frequency of meetings is highlighted in the table above.

**Website**

The Municipal website is utilized to communicate and inform the community. Copies of the IDP and Budget are placed on the website for people and service providers to download.

**Traditional Authorities and Municipal Cluster Offices**

Copies of the IDP will be distributed to Traditional Authorities' offices, Municipal Cluster Service Centre offices, Municipal Resource Centre and all Municipal Libraries. The Municipality will convene the virtual meetings with the respective Traditional Authority leaders on IDP needs as part of public consultation

process to promote participation, alignment and coordination in ward-based planning through IDP Review prior adoption.

**3.3 SCHEDULE OF MEETINGS**

The following is a schedule of meetings for the IDP review Process.

STRUCTURE	DATE	TIME
<b>IDP STEERING COMMITTEE</b>	17 November 2020	10h00 -13h00
	26 January 2021	10h00 -13h00
	16 March 2021	10h00 -13h00
	18 May 2021	10h00 -13h00
<b>IDP REPRESENTATIVE FORUM</b>		<b>District IDP Forum</b>
	15 February 2021	10h00 –14h00
	19 April 2021	10h00 -14h00
<b>IDP FOCUS GROUPS</b>	06 April 2021 20 April 2021	10h00- 14h00
<b>IDP STRATEGIC PLANNING SESSION</b>	February 2021 Date to be confirmed	

**3.4 ALIGNMENT OF INTEGRATED DEVELOPMENT PLAN (IDP), BUDGET AND MUNICIPAL PERFORMANCE MANAGEMENT SYSTEM (PMS) PROCESS.**

<b>PERFORMANCE MANAGEMENT SYSTEMS</b>	
<b>PERFORMANCE INDICATOR</b>	<b>TIMELINE</b>
Approval of the draft PMS review 2021/2022	July 2020
Advertise and adopt PMS review 2021/2022	31 August 2020
Advertise 2021/2022 SDBIP	Mid-July 2020
First draft 2019/2020 Annual Municipal Performance Report to MANCO	31 August 2020
Sec. 56 & 57 employees signing of 2019/2020 performance agreements	31 July 2020
SDBIP performance assessment and organizational performance reporting (Jul – Sept)	31 October 2020
Sect 57 Managers formal mid-year report to Council	31 January 2021

<b>PERFORMANCE MANAGEMENT SYSTEMS</b>	
<b>PERFORMANCE INDICATOR</b>	<b>TIMELINE</b>
Mayor tables 2015/16 annual report to Council	31 January 2021
SDBIP performance assessment and organizational performance reporting (Oct – Dec)	January 2021
AC meeting (audit of mid-year performance assessment)	March 2021
SDBIP performance assessment and organizational performance reporting (Jan – Mar)	April 2021
Make public annual report and invite community inputs into report	21 days in Feb 2021
Council to adopt Oversight Report	Due by 31 March 2021
Publicize Annual Report and Submit copy to Provincial Legislature	Mid-April 2021
Draft and submit draft performance agreements to Mayor	June 2021

### 3.5 PHASES OF THE PLANNING PROCESS

DATE	ACTIVITY	RESPONSIBILITY
<b>JULY 2020</b>		
July 2020	Submission of 4 <sup>th</sup> Quarter PMS report by all Departments	Municipal Manager and all Directors
14 July 2020	Draft 2021/2022 IDP, Budget and PMS Process Plan to EXCO	IDP Manager
July 2020	Review Performance Agreements of Section 54/56 Managers.	Municipal Manager
31 July 2020	Submission of Draft 2021/2022 IDP Process Plan to COGTA for comment	IDP Manager
31 July 2020	Finalize Performance Agreements for Section 54/56 Review, to sign with the Mayor. <b>Upload on the website.</b>	Municipal Manager
<b>AUGUST 2020</b>		
August 2020	1 <sup>st</sup> Draft Annual Report to Audit Committee	Municipal Manager and Director: Development Planning
August 2020	1 <sup>st</sup> Draft Annual Report to MPAC	Municipal Manager and Director: Development Planning
August 2020	-1 <sup>st</sup> Draft Annual Report to EXCO -Final 2021/2019 IDP and Budget Process Plan to EXCO	Municipal Manager and Director: Development Planning
31 August 2020	Submit the Annual Performance Report, Annual Report (draft) Annual Financial Statements	Chief Financial Officer (CFO) IDP Manager

DATE	ACTIVITY	RESPONSIBILITY
	<b>Upload on the website</b>	Internal Auditors
31 August 2020	Consider and incorporate Assessment Comments into draft IDP, Budget and PMS process plan prior to adoption.	CFO, IDP Manager Internal Auditors
<b>SEPTEMBER 2020</b>		
19 September 2020	Council adopts IDP, Budget Process Plan	Chief Financial Officer, Director Development Planning. IDP Manager
September 2020	KZN IDP Indaba	KZN CoGTA
21 September 2020	Advertise the Process Plan to the public <b>Upload on the website</b>	IDP Manager
<b>OCTOBER 2020</b>		
26 October 2020	Submission of First Quarter Performance Reports and POE	Municipal Manager and all Directors
30 October 2020	1st Quarter Performance Assessments of Section 54/56 Managers	Municipal Manager
<b>NOVEMBER 2020</b>		
06 November 2020	IDP Alignment Session (to report on alignment and IDP implementation)	KZN CoGTA
November 2020	First Quarter Performance Review	Municipal Manager and all Directors
17 November 2020	IDP Steering Committee meeting	Municipal Manager and all Directors IDP Manager
November 2020	Districts' 1st Situational Analysis	Municipal Manager LED Manager

DATE	ACTIVITY	RESPONSIBILITY
		IDP Manager
<b>DECEMBER 2020</b>		
<b>December 2021</b>	First Quarter Performance Reports to EXCO	Municipal Manager
<b>December 2021</b>	IDP Best practices	IDP Manager
<b>December 2020</b>	Budget Requirements to be submitted to Treasury by HODs Pro forma draft Budget be finalized	Municipal Manager and all Directors
<b>December 2021</b>	First Quarter Performance Reports to Council	Municipal Manager
<b>JANUARY 2021</b>		
<b>January 2021</b>	2nd Quarter Performance Assessment of S54/56 Managers	Municipal Manager
<b>January 2021</b>	Mid-Year Budget and Performance Assessments/review	Municipal Manager
<b>January 2021</b>	Draft Annual Report and Mid-year Budget and Performance Report to EXCO	CFO Development Planning
<b>January 2021</b>	Draft Annual Report and Mid-year Budget and Performance Report to MPAC	CFO Development Planning
<b>January 2021</b>	Draft Annual Report and Mid-year Budget and Performance Report to Council	CFO Development Planning
<b>January 2021</b>	Submission of 2nd Draft Annual Report and Mid-year Budget and Performance Report to Treasury	Municipal Manager and CFO
<b>January 2021</b>	IDP Steering Committee meeting	Municipal Manager and all Directors IDP Manager
<b>January 2021</b>	Adjustment Budget process commences	Municipal Manager and CFO
<b>FEBRUARY 2021</b>		

DATE	ACTIVITY	RESPONSIBILITY
<b>February 2021</b>	Advertise Annual Report	CFO Development Planning
<b>February 2021</b>	IDP Stakeholders Meeting	KZN CoGTA
<b>February 2021</b>	Draft operational & Capital Budget to be considered by the Mayor.	Mayor and Municipal Manager
<b>February 2021</b>	IDP Representative Forum	Mayor, Chairperson of the Development Planning sub-committee Municipal Manager and all Directors Manager Budget, IDP Manager LED Manager Traditional Leaders; Ward Committee
<b>February 2021</b>	Strategic Planning Sessions (New Projects and Departmental Budget Requirements)	EXCO, All Directors and Management
<b>February 2021</b>	Adjusted Budget and SDBIP to EXCO	Municipal Manager and CFO
<b>February 2021</b>	Adjusted Budget and SDBIP to Council	Municipal Manager and CFO
<b>MARCH 2021</b>		
<b>March 2021</b>	Advertise Adjusted Budgeted and SDBIP	Municipal Manager and CFO

DATE	ACTIVITY	RESPONSIBILITY
March 2021	MPAC-Oversight Report	Municipal Manager and CFO
March 2021	Districts and IDP Forum (Presentation of the draft IDP for comments and receive Municipal projects to Sector Departments and Private Sector)	IDP Manager
March 2021	Draft 22/23 IDP, Budget, and Final Annual Report to EXCO	Municipal Manager, CFO and Development Planning
March 2021	Provincial Stakeholders meeting	KZN CoGTA
March 2021	Draft 22/23 IDP, Budget, and Final Annual Report to Council	Municipal Manager, CFO and Development Planning
31 March 2021	Finalise and align Ward Based Plans (WBP's) to IDP	IDP Manager
31 March 2021	Submission of draft IDP & Budget to Council, DCOGTA & Treasury.	CFO Development Planning
<b>APRIL 2021</b>		
April 2021	IDP and Budget Roadshows (Discuss Draft IDP and Budget- Projects and Tariffs)	Office of the Mayor
April 2021	IDP Alignment Session	KZN CoGTA
April 2021	Advertise Draft 22/23 IDP, Budget, and Final Annual Report	CFO Development Planning
19 April 2021	IDP Representative Forum (review strategies/objectives. Alignment & integration of project lists, sector plans, finalizing implementation programmes and MTEF)	Mayor, Chairperson of the Development Planning sub-committee

DATE	ACTIVITY	RESPONSIBILITY
		Municipal Manager and all Directors Manager Budget, IDP Manager LED Manager Traditional Leaders; Ward Committee
06 April 2021 20 April 2021	IDP Focus Groups	Municipal Manager and Development Planning
April 2021	Submission of Third Quarter Performance Report	Municipal Manager and all Directors
April 2021	Planning and Development Forum	ZDM
April 2021	Submission of Third Quarter Performance Report to Internal Audit	Municipal Manager
<b>MAY 2021</b>		
May 2021	Alignment of IDP, Budget and Develop 1st Draft 18/19 SDBIP	Municipal Manager and all Directors IDP Manager
May 2021	Third Quarter Performance Review (Informal)	Municipal Manager and all Directors
18 May 2021	IDP Steering Committee meeting; to finalize programmes and projects. Develop the scorecards	Municipal Manager and all Directors IDP Manager
May 2021	IDP Representative Forum	Mayor, Chairperson of the Development Planning sub-committee

DATE	ACTIVITY	RESPONSIBILITY
		Municipal Manager and all Directors Manager Budget, IDP Manager LED Manager Traditional Leaders; Ward Committee
<b>May 2021</b>	Final 2022/2023 IDP and Budget and SDBIP to EXCO	Director: Development Planning, Municipal Manager and CFO
<b>May 2021</b>	Final 2022/2023 IDP and Budget and SDBIP to Council	Director: Development Planning, Municipal Manager and CFO

DATE	ACTIVITY	RESPONSIBILITY
<b>JUNE 2021</b>		
<b>June 2021</b>	Advertising of Final 2022/2023 IDP, Budget and SDBIP	CFO Development Planning
<b>June 2021</b>	Submission of Final 2022/2023 IDP and Budget to COGTA with Council Resolution, Draft IDPs, Draft SDBIPs, Draft Budgets, SDFs and relevant Sector Plans and Draft WBP within 10 days adoption as per MSA.	CFO Development Planning
<b>June 2021</b>	Submit 2nd Draft 20/2022 SDBIP to Mayor	Municipal Manager
<b>June 2021</b>	Develop Final 2021/2022 SDBIP	Municipal Manager and all Directors IDP Manager
<b>June 2021</b>	Submit Final 2021/2022 SDBIP to Mayor for Signature	Municipal Manager
<b>July 2021</b>	Advertise Final SDBIP, Submission of Final SDBIP to Treasury	Municipal Manager

## 4. MECHANISMS FOR ALIGNMENT

The IDP process is a local process which requires the input from other spheres of Government at different stages of the document development and even implementation. Alignment is the tool to synthesize and integrates the top down and bottom up planning process between spheres of Government.

The mechanism to ensure vertical and horizontal alignment is further discussed in Section 2 where organizational arrangements are unpacked. The planning process needs to be coordinated and addressed jointly with the District Municipality ensuring that alignment with the Local Municipality takes place, COGTA, and Sector Departments must be invited to participate in all strategic meetings so as to guide and steer the strategic sessions to yield the desired results and to give rise to the objects of cooperative governance as enshrined in the constitution. COGTA IDP Unit conducts virtual meetings to discuss and confirm alignment of Sector projects with IDPs prior adoption to enable realization of One Plan One Budget through Municipal planning instruments.

National linkages: the national sphere of government should provide a framework for the preparation of sector departments, and where possible funding for such plans.

Provincial linkages: as with the national counterparts the provincial should prepare sectoral guidelines and funding. The milestones of the IDP must be at a framework level be guided by the Provincial time lines. The Provincial government must also organize platforms where sharing of knowledge is made possible.

District linkages: uMzinyathi District identifies a number of projects as part of the IDP process. The District in terms of the Municipal Structures act powers and functions is responsible for mainly water and sanitation provision, while other functions with other cross cutting functions being shared by the local Municipality and the District. The District has to develop and review sector plans in line with their functions, involve the locals when developing and reviewing the sector plans for alignment purposes. On adoption all sector plans of the District and the IDP of the District must be made available to the local Municipality.

### 4.1 COST ESTIMATE FOR THE PLANNING PROCESS

#### 4.1.1 ACTION PLAN

The Integrated Development Plan will be developed in – house and facilitated by the Municipal Manager, Chief Financial Officer and Director: Development Planning and are monitored the

Municipality's Honourable Mayor and Council. The estimated costs below reflect the anticipated costs for the current financial year. The estimated cost breakdown follows:

Each phase will be initiated by a Steering Committee meeting; this will enable the HODs to give a clear direction with regards to activities required in the phase. The Representatives Forum meetings are to facilitate community participation and are scheduled to facilitate relevant input to the IDP review.

#### 4.1.2 BUDGET

Budget has been set aside for the IDP Process as indicated below:

FUND	SOURCE	AMOUNT	DESCRIPTION
Strategic Session	Equitable share	R500 000.00	IDP Strategic Planning workshop IDP Forum IDP Focus Groups
Advertising	Equitable share	R 45588.00	Advertise on local newspaper for the Adoption and commencement of the IDP review process.

#### 4.1.3 MAYORAL PROGRAMME OF ACTION 2021/2022 FINANCIAL YEAR

The Mayor embarks on a wide scale Community Participation Programme. The Programme is structured around multi-disciplinary

topics in line with the Municipality's function. It has two phases from July to December 2020 and the second phase is January to June 2021 but due to the COVID-19 pandemic new measures will have to be taken into consideration and utilize Media resources (virtual meeting), Social Media (Whatsapp and Facebook) It incorporates a wide spectrum of topics ranging from reporting back on the Annual Performance Report in terms of Section 46 of Chapter 6 of the Municipal Systems Act, 32 of 2000 and Chapter 12 for the Municipal Finance Management Act, 56 of 2003. uMsinga has a high number of illiterate communities thus most community participation is done verbally with supportive documentation being handed out to the public.

The Mayoral program will be developed and adopted by Council on their first meeting of the financial year 2021/2022 and it will then form part of the final Process plan due for submission to DCOGTA in July 2021. It is anticipated that meetings will be conducted virtually for the 2021/2022 IDP/Budget Process Plan.



#### 4.2 DEVELOPMENT OF A WALL TO WALL LAND USE SCHEME AS PER SPATIAL PLANNING AND LAND USE MANAGEMENT ACT 2013 (SPLUMA)

A grant funding of R750 000.00 was received from DCoGTA to formulate a wall to wall for the jurisdiction of uMsinga Municipality. The uMsinga Local Municipality then initiated a process towards the preparation of a Single Land Use Scheme in the 2019/2020 financial year. It has accordingly enlisted the services of Sydwallt (LTD) PTY to undertake this Process. The Project Phases, Cost Estimates and associated Timeframes is detailed in the table below:

**TABLE 3: PAYMENT SCHEDULE FOR UUMSINGA SINGLE LAND USE MANAGEMENT SCHEME**

ACTIVITIES	MONTHS												%	BUDGET	
	1	2	3	4	5	6	7	8	9	10	11	12			
<b>PROJECT INCEPTION</b>														R 55 000	
Preparation of the Project Inception Report (PIR)	■													10 %	
Review Legislation & Policy context	■														
Initiate stakeholder engagements	■														
PSC Meeting	■														
<b>STATUS QUO/INTERIM</b>															
Identification and review of relevant legislation and policy guidelines.		■												10 %	R 55 000
Analysis of the uUMsinga Spatial Development Frameworks & IDP		■													
Update cadastral information of the Municipality.		■													
Land use Surveys and Verification.		■													
Environmental analysis		■													
Infrastructure and analysis of the built environment		■													

Analysis of existing levels of services, current demand and capacity levels as well as costs.																				
Analysis of existing scheme and update in line with SPLUMA																				
PSC Meeting																				
<b>DRAFT LAND USE MANAGEMENT FRAMEWORK &amp; POLICY POSITION</b>																	R 55 000			
Mapping of existing Land uses																				
Translating SDF Proposals into Land use categories																				
Drafting General Land use Definitions																				
Traditional Settlement Master Plans, Draft Land Use Framework and Policy Position for each Traditional Council areas.																				
PSC Meeting																				
Stakeholders Workshop																				
<b>DRAFT SCHEME MAP &amp; CLAUSES</b>																	R 82 500			
Preparation of Development facilitation Table including controls for each land use zone.																				
Addressing Subdivision of Agricultural Land Act 70 of 1970.																				
Updating of Scheme Map including areas previously not covered by Scheme.																				
Additional Controls included, aligned to recently approved Land development Applications.																				
Preparation of Companion Document.																				
Preparation of a consolidated Draft Scheme & TSMP																				



Final LUS, Data and supporting documents handed over to Client.														
<b>Monitoring and Evaluation</b>														
<b>Facilitation</b>														
<b>Project Management</b>														
<b>GIS and Mapping</b>														
													<b>SUB-TOTAL</b>	<b>R 550 000</b>
													<b>VAT @ 15%</b>	<b>R 82 500</b>
													<b>TOTAL</b>	<b>R 632 500</b>
													<b>SUB-TOTAL</b>	<b>R 550 000</b>

#### 4.3 REVIEW OF THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF)

uMzinga Local Municipality has initiated a process towards the preparation of a Spatial Development Framework (SDF) for its area of jurisdiction. It has accordingly enlisted the services of E-Plan Town and Regional Planners to undertake this exercise.

**TABLE 4: PAYMENT SCHEDULE FOR UUMSINGA SPATIAL DEVELOPMENT FRAMEWORK (SDF)**

<b>PHASES</b>	<b>INVOICE AMOUNT</b>
<b>Phase 1</b>	<b>R 25 875 - 00</b>
1.1 Inception Meeting & Site Visit <b>Milestone: Project Initiation and Inception Report</b>	
<b>Phase 2</b>	<b>R 69 000 - 00</b>
2.1 Status Quo Review <b>Milestone: Draft Status Quo Analysis Report</b>	

PHASES	INVOICE AMOUNT
<b>Phase 3</b>	<b>R 34 500 - 00</b>
3.1 <b>Review</b> of The Spatial Planning and Development Principles <b>Milestone: Proper alignment with Spatial Planning, Development Principles and Terminology</b>	
<b>Phase 4</b>	<b>R 69 000 - 00</b>
4.1 Analysis of Existing Spatial Pattern <b>Milestone: Report on current spatial patterns, Maps and GIS data.</b>	
<b>Phase 5</b>	<b>R 34 500 - 00</b>
5.1 Review and Identification of Desired Spatial Pattern (Long Term Vision) And Spatial Intervention Areas (Short to Medium Term) <b>Milestone: A plan illustrating the desired spatial form of the Municipality in line with the goals and objectives of the SDG, NDP, PGDS/P, SPLUMA, DGDP and IDP;</b>	
<b>Phase 6</b>	<b>R 51 750 - 00</b>
6.1 <b>Consolidated</b> Spatial Development Framework <b>Milestone: Final Document</b>	
<b>Phase 7</b>	<b>R 34 500 - 00</b>
7.1 Implementation, Monitoring and Evaluation Process <b>Milestone: Implementation Plan</b>	
<b>Phase 8</b>	<b>R 25 875 - 00</b>
8.1 Close Out Process <b>Milestone: Close Out Report</b>	
<b>TOTAL</b>	<b>R 345 000 - 00</b>

## 5. CONCLUSION

All the key role-players in compiling the IDP should meet on a regular basis and make necessary recommendations with regards to the IDP review and should ensure that all processes and procedures are followed. All involved in the IDP formulation and review process should bear in mind that the success of the IDP depends on Council intervention, co-operation of all involved stakeholders, key role-players, internal support through Management, Ward Committees, uMsinga Local Municipality in order to achieve developmental objectives in a spirit of Co-operative Governance.

Training will be necessary from time to time to sharpen the key role-players skills and knowledge. The Municipal Manger should also fulfil his mandate by giving administration support and direction in the IDP formulation and review. Heads of Departments should participate fully in the IDP processes and submit requested information in writing and on time from their relevant Departments. Residents of uMsinga should always be informed about developmental issues affecting their respective communities and be afforded an opportunity to voice their opinions and concerns.